

Agenda Item Form

Agenda Date: 06/22/04

Districts Affected: Citywide

Dept. Head/Contact Information: Information Technology, Tony Montoya, (915) 541-4288

Type of Agenda Item:

- | | | |
|---|---|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input checked="" type="checkbox"/> Other <u>Personal Services Contract</u> | | |

Funding Source:

- ☒ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☐ Other Source: _____

Legal:

- ☒ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☐ Approved ☐ Denied

Timeline Priority: ☐ High ☒ Medium ☐ Low # of days: _____

Why is this item necessary:

Individual is assuming the position of Senior Programmer for the Information Technology Department. Contract employee, contract must be approved by City Council before he can assume his duties.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Individual will be paid at a bi-weekly rate of \$2,057.69. Contract is for two years.

Statutory or Citizen Concerns:

None

Departmental Concerns:

Department needs to have this resource in place due to the upcoming upgrade and implementation of financial and human resources sub-systems within PeopleSoft System.

07 JUN 27 PM 1:20
CITY CLERK DEPARTMENT

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **RICHARD G. CAMPOS, JR.**, to assist the Information Technology Department as a Senior Programmer Analyst at a biweekly rate of \$2,057.69 for 40 hours per week. The term of the contract shall be for the period of June 23, 2004 through June 22, 2006.

APPROVED this 22nd day of June, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

STATE OF TEXAS)
)
COUNTY OF EL PASO)

PERSONAL SERVICES CONTRACT

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **RICHARD G. CAMPOS, JR.**, hereinafter referred to as "Employee," witnesseth:

WHEREAS, the City, on behalf of the Information Technology Department, desires to employ the Employee as a Senior Programmer Analyst; and

WHEREAS, Employee possesses the skills to render said employment to the City.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES. Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Information Technology Department, in El Paso, Texas.

2. TIME OF PERFORMANCE. The services of Employee are to commence on or about June 23, 2004 and be completed by June 22, 2006.

3. COMPENSATION AND METHOD OF PAYMENT. Employee shall be paid at a biweekly rate of Two Thousand Fifty Seven and 69/100 Dollars (\$2,057.69). The employee shall work a minimum of forty (40) hours per week. Employee is classified as an exempt employee under FLSA and is not eligible for overtime pay. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A. The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in the same

manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, he shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will he make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be performed is in the Information Technology Department, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5. LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6. COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7. TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8. MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out his duties under this Contract.

9. **NOTICE.** Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee at the following addresses:

CITY: City of El Paso
Information Technology Department
Attn: Director
#2 Civic Center Plaza
El Paso, Texas 79901

EMPLOYEE: Richard G. Campos, Jr.

IN WITNESS WHEREOF the parties have executed this agreement at El Paso, Texas this 22nd day of June, 2004.

CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

EMPLOYEE:

Richard G. Campos, Jr.

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

APPROVED AS TO CONTENT:

Tony Huerta-Montoya, Director
Information Technology Department

ATTACHMENT A
SCOPE OF DUTIES STATEMENT

SENIOR PROGRAMMER ANALYST

(EL PASO CONTRACT POSITION)

General Purpose

Under direction, supervise program development team, analyze computer capabilities and usage, and write programs and documentation.

Typical Duties

Direct or personally devise and recommend new or revised system and procedures, including justifications for proposed changes. Involves: Prepare systems development project plans and schedules. Oversee or conduct highly difficult studies of existing systems and procedures of organizations to determine feasibility of conversion to data processing or network application methods. Determine information needs in coordination with personnel of user departments. Estimate personnel requirements, cost and time for programming projects. Evaluate design alternatives of proposed information processing or network systems, and operations of those implemented to ensure efficient utilization of resources. Analyze program specifications for completeness and conformance to established standards Recommend technical solutions and improvements to automated systems. Ensure that project products meet departmental standards.

Direct or personally write, test, implement and maintain the most complex automated systems and computer programs. Involves: Prepare complete and precise user instructions, programming and system documentation for implemented systems according to established standards. Report programming activity and project status to management. Analyze software packages and modify to meet users' needs. Provide technical assistance to operations and programming personnel by analyzing information work procedures and job methods to solve operating system problems or debug programs. Estimate and document resource requirements for input handling, processing and output preparation for each system function. Prepare systems design alternatives according to established standards. Review and approve proposed program logic. Ensure programs are thoroughly tested and documented before release as operational. Identify documents and evaluate information requirements at various management and operating levels.

Develop and administer programs to educate management and users in computer and network capabilities and requirements. Involves: Confer with management of user departments to assess specific training needs. Formulate annual training plan documenting courses to be taught, brief course content descriptions, lengths and numbers of sessions, approximate dates, proposed attendees, and equipment and facilities required. Implement and evaluate approved plan to ensure courses are prepared and conducted in an effective and timely manner by arranging for staff or contract instructors and training locations, and directing or personally preparing topic outlines and instructional materials. Oversee course announcements, registrations, change notifications and training records keeping. Coordinate the conduct of the training to ensure schedules are met and that subjects are adequately covered, serving as principal instructor if required. Obtain employee and supervisor feedback to evaluate training effectiveness, and modify content and methods as necessary. Maintain training materials and audiovisual support items inventories.

Supervise assigned personnel. Involves: Schedule, assign, check and evaluate work. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Counsel, motivate and maintain harmonious working relationships among subordinates. Recommend salary adjustments, discipline and termination of employees. Prepare and review performance evaluations. Interview applicants and recommend selection, and changes in staffing levels and job designs.

Perform miscellaneous related professional and managerial functions as required. Involves: Perform any duties and responsibilities of subordinates or coworkers sufficient to maintain continuity of normal service. Oversee and personally engaging in preparation of technical reports, records and studies.

Minimum Qualifications

Training and Experience: Equivalent to combination of a Bachelor's degree in Computer Information Systems, Data Processing or related field, and three (3) years of professional data processing experience which regularly included complex programming using one or more advanced third or fourth generation command languages (for example, COBOL, Visual Basic, C+ and SQL).

Special Requirements: Be available for work beyond standard workday or workweek hours as necessary.

Resume

Richard G. Campos Jr.

TARGET JOB

Target Job Title: Developer
Desired Job Type: Employee
Desired Status: Full-Time
Site Location: No Preference
Salary History: \$50,000 - \$60,000 plus
Career Level: Mid Career (7 + years of experience)
Date of Availability: Immediately

TARGET LOCATIONS

Relocate: No
US

WORK STATUS

US I am authorized to work in this country for any employer.

EXPERIENCE

2/2001 - Present Government Contractor Washington, D.C.
Developer
· Full Life-cycle production support of a parallel 7.5/8.0 Peoplesoft Federal HRMS system
· Federal 7.5/8.0 HRMS extensive Peopletools and Peoplecode customizations
· Various Versions of Federal Standalone Peoplesoft Systems merged together into one Peoplesoft System of Record utilizing Data Mover, Excel, Access, SQR, Application Designer project designs and manipulation, system comparison reports, Business Process review, customization documentation review and the utilization and assistance of peripheral personnel(i.e. Database Administrators, Change Management Personnel and Network Infrastructure personnel)
· Various Implementations of Legacy Systems migrated into one Peoplesoft System of Record utilizing implementation methodology including Business Process review, documentation and customization
· Component Interface/DoModal design and implementation for Bureau Transfers
· Manager and Employee Self-service Online and PDF Reports utilizing SQR, Panel Design and Process Scheduler
· Member of a development team in a parallel 7.5/8.0 Federal HRMS system that designed and implemented a Position Management and Job Code request system that required initial input from Web enabled input pages generating entry requests later completed at the application level by HRMS Specialists

6/2000 - 8/2000 Litton PRC Hawaiian Airlines, Honolulu, HI

Consultant

· Peoplesoft Commercial Financials and Distribution Version 7.5/6.0
· Purchasing Interface from Legacy Systems Mainframe to Peoplesoft using SQR and Interface Tables, Peoplesoft Version 7.5

6/1998 - 5/2000 Litton PRC Baptist Health System, Birmingham, Alabama

Consultant

· Peoplesoft Commercial Financials and Distribution Version 7.5/6.0

· Developed and maintained Peoplesoft Interface from Point of Service, Maintenance Division transactions to Peoplesoft General Ledger

EDUCATION

8/1994 University of Texas US-Texas-El Paso

Bachelor's Degree

BBA-Management and Computer Information Systems ✓

Peoplesoft

US-DC-Washington

Professional

- Peopletools 8.1
- Peoplecode 8.4
- Application Engine 8.1

SKILLS

Skill Name	Skill Level	Last Used	Experience
SQR	Expert	Currently used	7 years
COBAL	Intermediate	2 years ago	2 years
SQL	Expert	Currently used	7 years
Peoplecode	Expert	Currently used	7 years
Application Engine	Intermediate	2 years ago	2 years
People Tools	Expert	Currently used	7 years
Oracle	Intermediate	Currently used	4 years
Windows NT	Expert	Currently used	8 years
DOS	Intermediate	2 years ago	2 years
Sybase	Beginner	3 years ago	3 months
Visual Basic	Intermediate	2 years ago	1 year

ADDITIONAL INFORMATION

Platforms, Environments

DB2/MVS/OS390

Sybase

MS Sql/Server

Oracle

Windows NT

Client/Server

PeopleSoft Internet Architecture(PIA)

CONTACT

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REFERENCES

References Upon Request